

FARS Meeting Notes

March 22, 2018, 10:30 AM – 12:00 PM

HSRG Conference Room

Attendees: Michael Connors, Bryan Costello, Sara Graham, Karla Houston, Denny Silvio, Wanda Vick

REVIEW OF 2017 CASES

Sara has 21 cases that she cannot find and she will send these to DOTD in a spreadsheet. Sara reviewed her spreadsheet during the meeting and to clarify, she will update the spreadsheet to include a legend for the different color-coded data.

- The deadline for the previous year's FARS cases is in April of the following year. Sara will get the exact date and share it with the team.
- The HSRG database will close by the end of June.

REQUEST FOR AGENCY ASSISTANCE

Mike will create a report to send to Ron Whittaker to help address what needs to be completed from agencies. The purpose of this report will be to have Ron address FARS issues and assist with gathering the input needed from the agencies.

- Columns for the Agency and Officer will be added to the report and this information will be completed to the best of Mike and Sara's knowledge.
- Once completed, Mike will send the report to Sara for additional input prior to sending the report to Ron.
- Mike will send the report to Ron and cc Karla in the message.

SPREADSHEET VS. COVER SHEET

The team weighed the pros and cons of using either the spreadsheet that Bryan developed or the cover sheets to update the HSRG database.

- The coversheet is preferred by Sara and makes the update process less time-consuming on her end. In turn, the coversheets are timelier for DOTD to produce and this update process is not a key deliverable for the DOTD FARS Team.
- The spreadsheet that Bryan developed for updates is tedious and time-consuming for Sara to utilize.
- To discuss an automated solution that will assist Sara with the updates, Bryan, Sara, and Karla will request a meeting with Cory Hutchinson.
 - o Karla will coordinate the meeting time, date, and location.
 - o Sara will develop the meeting agenda.
 - o Meeting results will be shared with the FARS Team.

OTHER DISCUSSION

Mike mentioned that he is still unable to access OMV's database. This has been an issue since the employee granting him the access has retired from OMV. Karla offered to reach out to her

OMV TRCC Member to attempt to resolve the issue. Denny mentioned that this has been done in the past and that a follow up to OMV may help.

NEXT MEETING

The FARS Team meets on a quarterly basis and Mike will notify the Team as the next meeting is scheduled.